

What should I do if I am concerned about a pupil?

If you are worried about any of the following:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a pupil's behaviour

You must inform the school's designated safeguarding lead (DSL);

If a pupil discloses that they are being harmed you must:

- React calmly and listen carefully.
- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. **This information must be passed to the in person DSL immediately. There is a dedicated safeguarding email address that goes straight to the DSLs safeguarding@williamgilbertend.derbyshire.sch.uk**

Staff Conduct

Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you must immediately inform the headteacher or, in their absence or if the concern regards them, a deputy headteacher. All adults (including visitors and volunteers) at William Gilbert have a duty to protect the children in our care.

Emergency Procedures

Procedure	Signal	Instruction
Fire	Continuous electronic bell	Leave via the nearest exit. All electronically locked doors will be opened when the fire alarm sounds. Meet on either the infant or junior playground (whichever is closest to your working base). Follow further instructions from staff.
Lockdown (ingress)	Long whistle blast followed by the word 'ingress' followed by a long whistle blast.	Enter the school via the nearest entrance and follow instruction from staff.

Points of Contact

Headteacher: Helen Britten

Acting Deputy Headteacher: Zoe Kibble

School Business Manager: Rachel Manners


Chair of Governors: Katie Woods


Contact and stay in touch

Additional information about our school is available on our school website

www.williamgilbertend.derbyshire.sch.uk. If you wish to contact the school you can use the contact form on the school website or use the details provided below.

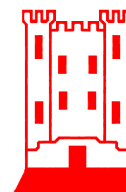
 enquiries@williamgilbertend.derbyshire.sch.uk

 safeguarding@williamgilbertend.derbyshire.sch.uk This address sends concerns directly to the safeguarding leads only.

 01332 840395

We hope that you have enjoyed your visit to our school. Thank you for helping us to keep our children safe.

DDAT
Derby Diocesan Academy Trust



Founded 1565



William Gilbert C of E Primary School and Nursery Safeguarding Information for Visitors

A very warm welcome! We hope that your visit will be enjoyable, informative and safe. William Gilbert is committed to safeguarding and protecting all of our children from all forms of harm and abuse. This requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information regarding our expectations of you whilst visiting us. If you have any further questions, please speak to any of the named contacts included on this leaflet. **Any concerns must be reported to the Designated Safeguarding Lead or Deputy Safeguarding Lead immediately.**

Designated Safeguarding Lead (DSL and Head teacher)



Helen Britten

Deputy Designated Safeguarding Lead (Deputy DSL and Deputy Headteacher)



Zoe Kibble

You are able to make referrals to children's social care, or other specialists, if necessary, but you must always inform the Designated Safeguarding Leads as soon as possible after doing so.

Derbyshire Starting Point: 01629 533 190

Code of Conduct for Visitors

Here at William Gilbert Endowed Primary School and Nursery all visitors, including trainee teachers, volunteers, parents, work experience students and contractors, must:

1. Immediately report to the school reception area on arrival.
2. Provide their details to the reception staff, including their name, purpose of the visit, name of the pupil the visit affects/staff member who arranged the visit.
3. Visitors who are not known to the school will be asked to show ID to verify who they are.
4. Sign in using the visitors' book.
5. Display the ID badges provided at all times whilst on school property.
6. Return ID badges to the school office before departure.
7. Sign out using the visitors' book upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Our school vision

“Through Faith, Hope and Love we learn together”

We are an inclusive school and our vision, though distinctively Christian, welcomes and values all faiths and cultures within our diverse school community. Our school's core values of **Faith, Hope and Love** sit at the heart of our school and underpin every aspect of school life.

We kindly ask that all visitors to our school support our schools vision and core values.

Please can you:

- Treat all of our children and staff equally with respect.
- Inform a member of staff if your experience any difficulties.
- Whilst at our school, you should always remain professional, especially if you are a volunteer, trainee or on work experience.
- Always be aware of how you speak to a pupil – they may interpret things like jokes or compliments differently. Avoid any physical contact and do not make racist, homophobic or sexualised comments around pupils.
- If your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open or you can be seen through windows so that you are visible to others.
- If a pupil touches or speaks to you inappropriately, **you must tell the either of the DSLs** and ensure you record the date and time of the incident. Where a pupil has told you that they are being harmed, you must not question the pupil and

must **report the incident to the DSL** immediately. Only trained investigators should question a pupil.

- You must never share contact details with a pupil or arrange to meet them outside of school hours.
- Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.
- Taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.
- Conversations you hear relating to children, members of staff or other business must remain confidential.
- The progress or difficulties of any individual children must not be discussed with others outside of school unless you are a professional whom is here by invitation to support the children or work of the school.
- Mobile phones, cameras or electronic devices must not be used in school. If you are visiting in a professional manner and require to take a phone call, a quiet private office space can be found for you.
- Inform a member of staff if you observe any accidents, spillages etc.

Our commitment to Safeguarding

A copy of our Safeguarding and Child Protection Policy is available in our staffroom and on our school website:

<http://www.williamgilbertend.derbyshire.sch.uk/policies/>

Types of Harm

The following is a list of possible forms of harm that young people can face:

Physical abuse – a child suffers physical harm or injury, e.g. bruises and cuts.

Emotional abuse – a child receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent for, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone.

Neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) – a child is subject to a form of sexual abuse where an individual or group takes advantage of, or manipulates, a child into sexual activity, in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents.

Child-on-Child abuse – child-on-child abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour.